

# Miles City Job Fair 2014

**Miles Community College Centra – Thursday, April 10 – Noon to 4 p.m.**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Do you currently have open positions in your company? \_\_\_\_\_ If yes, what positions are open?  
Please be specific so we can market this information to job seekers:

## WE PROVIDE:

- Conference Table in an 8 foot space
- 2 chairs
- Wi-Fi Connection
- Refreshment Booth

## YOU NEED:

- Table Covering
- Recruitment materials and Applications
- Promotional Items
- Educational literature
- Electrical cords if needed for displays

Special Service Available:

\_\_\_\_\_ We need electrical outlets for our booth (There is a \$20 charge for electricity and vendor is responsible to bring electrical cords)

Please identify display size and any other special needs to help us in assigning booths (such as height requirements, pairing up with another exhibitor, etc.): \_\_\_\_\_

## Booths/Exhibits:

**Registration fee is \$50.** The installation of booths/exhibits can begin at 10 a.m. on April 10, 2014. Booths **must be paid in full** and **set up must be complete by Noon**. **Businesses must have their displays in place until the final closing time of the Fair** to allow all Job Seekers the opportunity to visit the complete fair. It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment, training and assistive services shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited. **Exhibitors needing to cancel must do so by April 1, 2014 to receive a full refund.** Cancellations received after that date will forfeit their refund.

Please mail this form and payment of \$50 (plus \$20 more if you requested electricity) back to:

Sharon Kearnes  
Miles Community College  
2715 Dickinson St.  
Miles City, MT 59301

(Checks should be made payable to MILES COMMUNITY COLLEGE)

**For planning purposes, please RSVP to us by April 1. Thank you!**